

Policy 8

Comprehensive Travel Regulations

Effective January 1, 2003

Introduction

1. It is the intent of these regulations that employees not suffer additional cost as a result of travel incurred to carry out assigned duties. Employees shall be reimbursed for such expenses subject to the limitations provided in this travel policy and the accompanying Reimbursement Rate Schedule.
2. When traveling, state employees should be as conservative as circumstances permit. The lower cost should be selected whenever practical. Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to establish state travel policies. Deliberate disregard of these regulations while traveling on state business or filing of an intentionally misleading or fraudulent travel claim are grounds for disciplinary action including termination of employment.
3. The Commissioner of Finance & Administration will establish and maintain the maximum rates of reimbursement.

Travel Authorization

4. Travel may not be undertaken unless it is authorized in advance by proper authority. Approved state travel is the basis for reimbursement in accordance with these provisions. The employee is considered to be on official travel status, and eligible for reimbursement, at the time of departure from his/her official station or residence, whichever is applicable.
5. The department head is authorized to approve all travel for state business, including registration fees for conferences, conventions, seminars, etc. (including the cost of official banquets and/or luncheons), with the following exceptions:
 - a) The Commissioner of Finance and Administration through the Budget Office shall approve exceptions to the travel policy and Reimbursement Rate Schedule for in-state travel, including all requests for travel at state expense by non-state employees (except for state contractors, who will be reimbursed according to the terms of their contract.)
 - b) The Commissioner of Personnel shall approve all out-of-state travel authorizations, including all exceptions to the travel policy and

Reimbursement Rate Schedules for out-of-state travel. The approval of the requesting department head and review by the department's fiscal office is required prior to submission to the Commissioner of Personnel.

- c) The Commissioner of Finance and Administration retains the authority to change the approval process, as circumstances require.
6. If an employee travels into another state and back in the same day and such travel is less than 50 miles one way, such travel will be considered in-state for approval and reimbursement purposes.

Official Station

- 7. The department head is responsible for establishing the official station of the employee. This is typically the location from which the employee performs the major portion of his/her assigned duties. The work station closest to an employee's residence should be designated as the official station for employees with multiple work stations. If an employee works predominantly from a home residence and reports to an office or other station less than twice a week, the employee's official station should be the home residence. Under unusual situations, the department head may designate other locations as the employee's official station.
- 8. The residence of the employee usually becomes the official station for an employee required to be on call at times other than the employee's normal working hours (i.e. nights or weekends). Employees working overtime on weekends are not normally eligible for reimbursement.
- 9. In the event that an employee is temporarily reassigned to a work location other than his usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement unless he/she can demonstrate that by commuting to the temporary location he/she has incurred additional expense over the cost of the commute to his/her usual official station.

Reimbursement Procedures

- 10. Employees should submit claims for reimbursement for travel expense no later than thirty (30) days after completion of travel. Departments and agencies can more effectively approve travel when timely claims are submitted. Departments and agencies should review and submit claims to the Division of Accounts as rapidly as possible to ensure prompt payment to their employees.

11. All written signatures on the travel claim must be original; electronic signatures may be utilized in accordance with procedures established by the Division of Accounts. In situations where the employee cannot sign (due to extended travel status for instance) the employee filing the claim for the employee shall sign and clearly indicate that he/she is signing for the employee. Typically the immediate supervisor must approve the travel claim.

Corporate Charge Cards

12. Employees who routinely travel on state business and meet the eligibility requirements may apply for a corporate charge card through their department's fiscal office. Charges made on these charge cards are the liability of the employee.

Travel Advances

13. Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of Accounts and will be allowed only if:
 - a) the employee is ineligible for a corporate charge card;
 - b) the employee can justify the existence of other extraordinary circumstances that warrant an advance.
14. The amount of the travel advance will be based on 80% of the total estimated cost of travel. Advances will not be issued for less than \$100. Immediately upon return the employee must submit a request for reimbursement regardless of whether he/she owes advance moneys back to the state or is due additional reimbursement. Each employee receiving a cash advance must sign a payroll deduction authorization form which will allow the state to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.

Honorariums

15. For those employees who receive honorariums for appearing at meetings while on official state business, the employee may, at his/her option, accept the honorarium as full payment for travel expenses including airfare, or choose to surrender the honorarium to the State, and be reimbursed in accordance with established travel policy.

Air Travel - State Travel Agency

16. Reservations for all air travel shall be made through the state travel agency designated by the Department of Finance & Administration. Air fares should be billed to the department's Business Travel Account. In unforeseen circumstances, direct purchase is permitted; a receipt in the form of a ticket stub must accompany the expense claim. Advantage of discount fares and advance booking should be taken whenever practical, and fares should not exceed the regular tourist or coach fares offered the general public. In accordance with procedures established with the state travel agency, electronic ticketing should be used whenever possible.

Taxi Fares - Airport Transportation

17. Reasonable taxi fares are allowed from airports. It is expected that bus, limousine or light rail service to or from airports will be used when available and practical. In traveling between hotel or other lodging and meeting or conference sites, reasonable taxi fares will be allowed. No receipt is required for reimbursement of reasonable taxi fares.

Travel - State Owned Automobile

18. State-owned vehicles should be used only for official business. Only properly authorized state of Tennessee employees may operate a Motor Vehicle Management dispatch vehicle and must possess a valid driver's license for the type of vehicle being operated. All operators of dispatch vehicles must possess and present a valid state of Tennessee employee identification card. Persons driving state owned cars will be furnished with a courtesy card for gas and service at Department of General Services approved facilities.
19. Persons taking a state vehicle out of state will also need an approved MVM Dispatch Assignment, an approved Credit Card Request For Out of State Travel form, and a current drivers license. Motor Vehicle Management also requires a copy of the Request for Out-of-State Travel Authority (Form no. FA-0633) to be certain prior approval has been received.
20. Emergency out of pocket expenses such as gasoline, oil or other services and emergency repairs will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services. Such expenditures must be of an emergency nature where immediate service is required and access to a Department of General Services approved facility is not possible. Claims for such expenditures shall be filed with the Motor Vehicle Management Division of the

Department of General Services. Reasonable tolls and ferry fees will be allowed when necessary; no receipt is required.

Travel - Personally-Owned Automobile

21. Department head authorization is required for the use of personally owned automobiles in the daily performance of duties. Unnecessary expenses which result from the use of an automobile for reasons of personal convenience will not be allowed.
22. Reimbursement for the use of personally owned cars is at the standard mileage rate. Reasonable tolls and ferry fees will be allowed when necessary; no receipt is required for reimbursement.
23. Only mileage on official state business may be claimed for reimbursement. Mileage as shown by the official state map (or determined by procedures determined by the Division of Accounts) and that published by Rand-McNally for out-of-state routes will be regarded as official. Reasonable vicinity mileage will be allowed.
24. Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
 - a) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.
 - b) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
 - c) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.
 - d) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.

Automobile Rental

25. Advance authorization from the employing department head must be secured for automobile rental, whether for in-state or out-of-state travel. Reservations made through the state travel agency can assure the department of any discounts negotiated with vendors. Charges for insurance for rented automobiles are not reimbursable costs; the State is self-insured through the Department of Treasury, Division of Claims Administration. Whenever possible, employees should refuel before returning vehicles.

Parking

26. Charges for routine parking while on travel status will be reimbursed. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule. Charges for routine parking at the official work station will not be reimbursed.
27. If travel is by air the employee will be reimbursed for the lesser of: (a) the allowable mileage reimbursement for one round trip and long-term airport parking; or (b) the cost of one round trip taxi fare from the employee's official work station (or residence on weekends/evenings). The employee may also be allowed the appropriate mileage reimbursement for two round trips from home when driven by a friend or relative, at the employee's option.

Promotional Materials

28. Fees for the handling of promotional materials or equipment will be allowed up to the maximum indicated in the Reimbursement Rate Schedule.

Lodging

29. The employee will be reimbursed for actual lodging costs plus tax incurred up to the applicable maximum amounts as indicated on the Reimbursement Rate Schedule. This schedule includes state parks. Lodging receipts are required and must itemize room charges and taxes by date. If a convention rate exceeds the maximum reimbursement rate and is documented by a convention brochure or registration form, a higher reimbursement rate will be allowed. Miscellaneous lodging expenses such as energy or utility surcharges are fully reimbursable and should be added to the lodging cost in a similar manner as are local hotel or sales taxes.

30. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (CONUS). The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions. Most destinations for out-of-state travel fall within the list of exceptions.
31. If a room is shared with other than a state employee, actual costs subject to the applicable maximum rate in the reimbursement rate schedule apply. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charge may be allowable for each employee.

Per Diem Rates for Meals and Incidentals

32. The maximum per diem rates include a fixed allowance for meals and incidental expenses (M & I). The M & I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc. Reimbursement is made only when overnight travel is required, or excessive hours of work are required outside the county of the employee's official station or residence. Generally, the applicable maximum per diem rate for each calendar day of travel shall be determined by the location of lodging for the traveler.
33. The per diem rates for meals and incidentals are established on the Reimbursement Rate Schedule. The M & I rates for out-of-state travel are the same as those for federal employees, and are available on the General Services Administration's web site. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions.
34. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M & I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location. Reimbursement for M & I for the day of return shall be three-fourths of the M & I rate applicable to the preceding calendar day. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

Per Diem Rates Three-Fourths Calculations

\$30	\$22.50
34	25.50
38	28.50
42	31.50
46	34.50
50	37.50

35. Employees who receive maintenance in the form of meals provided by their employing agency at their official work station shall be eligible for reimbursement if they are away from their official work station on state business and do not receive the maintenance meal.
36. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted. While on travel status if more than a single full meal is provided, as part of a state-sponsored training session or conference, the employee should deduct the cost of those meals from the per diem for that day, using the schedule provided below. This also applies to the day of departure and the day of return. In those instances where all meals are provided, only the \$2.00 incidental rate should be claimed. For non-state sponsored training or conferences the employee is not required to deduct from the per diem the cost of a meal or meals provided through a conference fee.

In-State and Out-of-State Meals & Incidentals - Allocated By Meal

Per Diem	\$30	\$34	\$38	\$42	\$46	\$50
Breakfast	6	7	8	9	10	11
Lunch	8	9	10	11	12	13
Dinner	14	16	18	20	22	24
Incidentals	2	2	2	2	2	2

Non-Standard Shift Hours

37. Employees who are scheduled to work nonstandard shifts (official work hours begin before 7 AM or end after 5:30 PM) and are eligible for meal reimbursement shall be reimbursed at one-third of the daily M & I rate for each reimbursable meal. Total reimbursement is limited to the full day M & I allowance listed in the Reimbursement Rate Schedule.

Extended Travel

38. Extended travel status applies to those employees on continuous travel for a period of more than two weeks. Employees on extended travel status may elect to rent an apartment rather than live in a motel or hotel. While this option is left to the discretion of the employee and the employing department, department head approval is required prior to renting an apartment. The monthly rental allowance shall include rental furniture and payment of utilities, and shall not exceed the standard CONUS rate for thirty days.
39. Employees on extended travel status working in-state are authorized to travel to and from his/her home station once a week at the mileage rate for personal vehicles. Those employees on extended travel status working out-of-state are authorized to take one trip to the home station by common carrier once every two weeks. Employees authorized to use personal automobiles in out-of-state travel may be reimbursed at the personal mileage rate. The employee may also be reimbursed for local transportation to conduct state business.

Telecommunications Costs While on Travel Status

40. Local phone calls, FAX charges and long distance calls for state business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and FAX charges.
41. Department heads may authorize an employee to use his personal cellular phone in conducting state business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the date, name, location, and cost of each call plus a billing statement indicating that additional cost was incurred above the standard monthly charge are required for reimbursement. In some instances employees may be able to obtain lower cellular rates by purchasing a package that offers lower per minute rates for a higher threshold of minutes per month. Reimbursement is acceptable for such billing packages subject to review

by fiscal officers. In such situations, the state would typically reimburse the employee for a portion of the monthly package used for business calls.

Exceptions

42. The Commissioner of Finance and Administration shall have the authority to grant exception from any part or all of these rules and regulations when deemed appropriate for an employee or group of employees on official state travel. Approved exceptions other than those for individual trips shall be maintained in a central file by the Department of Finance and Administration. Policy exceptions, which have state-wide implications, shall be approved through established procedures in accordance with the provisions of TCA 4-3-1008 (3).

Statutory Authority

43. In accordance with the provisions of TCA 4-3-1008 (3), these travel regulations, effective January 1, 2003, supersede and rescind all previous promulgated travel regulations and shall remain in effect until subsequently modified or rescinded.

C. Warren Neel, Ph.D., Commissioner
Department of Finance and Administration.

Date

APPROVED:

Paul G. Summers
Attorney General

Date

Comprehensive Travel Regulations Travel Reimbursement Rate Schedule

General Reimbursement Schedule

(Effective August 1, 2001)

Revised: 4/26/2004

General Reimbursement Rates

Standard Mileage Rate (Effective May 1, 2004)	\$ 0.35/mile
Maximum Parking Fees Without Receipt	8.00/day
Fees for Handling Equipment/Promotional Materials	20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.state.tn.us/finance/> Click on Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates.

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In-State Travel Reimbursement Rates

<u>Level I Counties and Cities</u>	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
Shelby County, Davidson County Gatlinburg	\$70.00	\$34.00
<i>(Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick and Fall Creek Falls S. Parks)</i>		

Level II Counties

	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
Knox, Hamilton, Sullivan and Williamson Counties Johnson City <i>(Includes Henry Horton and Reelfoot Lake S. Parks)</i>	\$60.00	\$30.00

Level III Counties

	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
All counties not listed above	\$50.00	\$30.00

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective August 1, 2001, and shall remain in effect until subsequently modified or withdrawn.

C. Warren Neel, Ph.D., Commissioner
Department of Finance and Administration

Date

Comprehensive Travel Regulations Travel Reimbursement Rate Schedule

Department Head Reimbursement Schedule

(Effective August 1, 2001)

Revised: 4/26/2004

General Reimbursement Rates

Standard Mileage Rate (Effective May 1, 2004)	\$ 0.35/mile
Maximum Parking Fee Without Receipt	8.00/day
Fees for Handling Equipment/Promotional Materials	20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.state.tn.us/finance/> Click on Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates.

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In-State Travel Reimbursement Rates

<u>Level I Counties and Cities</u>	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
Shelby County, Davidson County Gatlinburg	\$75.00 + tax	\$34.00
<u>Level II Counties</u>	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
Knox, Hamilton, Sullivan and Williamson Counties	\$65.00 + tax	\$30.00

Johnson City

Level III Counties

	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
All counties not listed above	\$60.00 + tax	\$30.00

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective August 1, 2001 and shall remain in effect until subsequently modified or withdrawn.

C. Warren Neel, Ph.D., Commissioner
Department of Finance and Administration

Date

Comprehensive Travel Regulations Travel Reimbursement Rate Schedule

Board Member Reimbursement Schedule

(Effective August 1, 2001)

Revised: 4/26/2004

General Reimbursement Rates

Standard Mileage Rate (Effective May 1, 2004)	\$ 0.35/mile
Maximum Parking Fee Without Receipt	8.00/day
Fees for Handling Equipment/Promotional Materials	20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.state.tn.us/finance/> Click on Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates.

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In-State Travel Reimbursement Rates

<u>Level I Counties and Cities</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
- Shelby County, Davidson County Gatlinburg	\$85.00 + tax	\$34.00

Level II Counties and Cities

	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
Knox, Hamilton, Sullivan and Williamson Counties	\$75.00 + tax	\$30.00
Johnson City		

Level III

	Maximum <u>Lodging</u>	Maximum Meals <u>and Incidentals</u>
All counties not listed above	\$70.00 + tax	\$30.00

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective August 1, 2001 and shall remain in effect until subsequently modified or withdrawn.

C. Warren Neel, Ph.D., Commissioner
Department of Finance and Administration

Date

Changes/Corrections

(Last Updated 04/07/2004)

1. Paragraph 36 of the Comprehensive Travel Regulations states: "Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted." This change was officially made in 1999 to bring the state meal reimbursement into alignment with Internal Revenue Service policy. This is contradicted by the third sentence of Paragraph 32 several paragraphs earlier. The following wording of Paragraph 32: "or excessive hours of work are required outside the county of the employee's official station or residence" appears in error. This wording does not reflect approved state policy and will be deleted from forthcoming versions of the Comprehensive Travel Regulations.
2. Effective May 1, 2004, the standard mileage reimbursement rate will increase from \$00.32 a mile to \$00.35 a mile. This is a permanent increase.

The Department of Finance and Administration
Special Travel Regulation One
Travel to Promote the State of Tennessee

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. The Commissioner of the Department of Agriculture, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Tourist Development may authorize a special travel status that will allow the reimbursement of expenses incurred to promote the State of Tennessee.
2. This may include expenses incurred by an employee in traveling with a prospect or when the employee is involved in a business activity directly related to the department's mission during which the employee is required to dine with or accompany a prospect's representative, or those persons who can make a direct contribution to the marketing, promotion, or economic development of the State.
3. Covered expenses may also include costs incurred at the official station of an employee at time when he is working with a prospect or when he is involved in a business activity directly related to the department's mission.
4. Covered expenses may also include entertainment expenses for business and community leaders for the purpose of state business. These include but are not limited to meals, refreshments, hors d'oeuvres, floral arrangements, and gratuities provided by a hotel, motel caterer, or other establishments providing similar services.
5. The determination of such expenses shall be made by the Commissioner of the respective department.
6. Expenses or travel incurred to promote the State of Tennessee are not subject to the limits established in the Reimbursement Rate Schedule. Reimbursement for exception expenses shall be allowed only if authorized in advance by proper authority. Receipts are required for all expenses reimbursed under this specific regulation. Reimbursements for exceptional expenses are limited to the time during which appropriate business activities occur. Meetings when state employees are working together exclusively do not qualify under this special regulation.
7. In accordance with the provisions of TCA 4-3-1008 (3) this exception, effective August 1, 1998, supersedes and rescinds all previous promulgated exceptions regarding travel to promote the state and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Two
Travel in the Company of the Governor

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Employees traveling in the company of the Governor or those persons directed in writing by the Governor to represent that office are hereby granted special travel status. Expenses or travel incurred shall not be subject to the limits set forth in the Reimbursement Rate Schedule.
2. This travel regulation shall not apply to normal daily expenses incurred at official duty stations unless accompanying the Governor to official meetings, luncheons, conventions, conferences, etc.
3. Expenses shall include all costs incurred by the Governor and any others traveling as members of the Governor's official party except for those costs of a purely personal nature such as laundry, valet service, theater, recreation, etc.
4. Each employee shall submit a claim for reimbursement detailing individual expense. When group expenses occur, the security personnel assigned to the Governor may claim reimbursement for the total group and identify on the claim persons incurring such expense.
5. In accordance with the provisions of TCA —4-3-1008(3), this travel exception, effective August 1, 1998, supersedes and rescinds all previous promulgated exceptions regarding travel in the company of the Governor, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration

Special Travel Regulation Three

Travel by Department Heads

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special travel status is authorized for department heads, for state employees traveling in the company of department heads, or state employees representing a department head.
2. The Commissioner of Finance and Administration in consultation with the Comptroller of the Treasury shall designate persons as department heads for the purpose of traveling under the provisions of this regulation.
3. In addition, the following persons may, in consultation with the Comptroller of the Treasury, designate persons to travel under the provisions of this regulation: the Attorney General, the Chairpersons of the Senate and House Finance, Ways and Means committees, the Chairpersons of the Fiscal Review Committee, and the Chief Justice of the Supreme Court.
4. The Commissioner of Finance and Administration has established a separate schedule for the maximum rate of reimbursement for department heads to accompany this regulation.
5. First class travel on common carrier shall be allowable at the option of the department head when accompanying others not employed by the State who are traveling in first class accommodations.
6. Department heads are authorized to hold group breakfasts, luncheons, or dinners, limited to the maximum amounts indicated in the Department Head Reimbursement Rate Schedule. Such events should be occasioned by a meeting of long duration or by circumstances where it is more feasible to provide such meals than to recess the meeting. Expenses incurred under this may be reimbursed to the sponsoring department head or charged directly to the department. Expenses for meals for employees occasioned by meetings called by the department head are allowed. A receipt or other satisfactory evidence of payment is required for reimbursement.
7. Department heads are authorized to receive reimbursement of meals and related costs when acting as host to guests of the state or other official business functions. Department heads may be reimbursed for the actual expenses incurred. Authority granted by this item may be delegated by the department head to members of the

department head's staff provided it is in writing and accompanies any claim for reimbursement, along with appropriate receipts. The propriety of such expenses shall be left solely to the discretion of the department head.

8. In accordance with the provisions of TCA 4-3-1008(3), this travel exception, effective August 1, 1998, supersedes and rescinds all previous promulgated travel exceptions concerning travel by department heads, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Four
Travel by Board and Commission Members

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special travel status is authorized for members of Boards, Authorities, Commissions or Committees of the Executive Branch, and when designated, by the appropriate authority through law, rule, regulation, and/or policy, to those of the Judicial and Legislative Branches (excluding elected officials of the Judicial and Legislative Branches). The provisions of this travel status are also applicable to non-state members.
2. The Commissioner of Finance and Administration has established a maximum of reimbursement authorized by this special travel regulation for board and commission members.
3. Members of boards and commissions are eligible for reimbursement regardless of any per diem paid to said member unless stated otherwise in law, rule, regulation and/or policy.
4. Reimbursement for all travel shall be claimed in accordance with the Comprehensive Travel Regulations.
5. To comply with the provisions of TCA 4-3-1—8(3), departments should report quarterly out-of-state travel by board and commission members to the Department of Finance and Administration, Budget Office.
6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning board and commission members, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Five
Pilot and Air Crew Travel

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Persons serving as pilot, co-pilot or crew member, including maintenance personnel serving in any of these capacities, on state-owned or leased aircraft used for the purpose of transporting passengers on state business are granted travel authorization without regard to the provisions Sections 4 through 6 of the Comprehensive Travel Regulations.
2. Expenses or travel incurred under this provision are not subject to the reimbursement limits set forth in the Reimbursement Rate Schedule.
3. Reimbursement for these expenses shall be limited to the time during which the state duties are being performed and shall not apply to other travel. Receipts or other satisfactory evidence of payment are required for reimbursement.
4. Employees shall be considered on travel status one hour before actual takeoff and one hour after actual landing.
5. In addition to overnight lodging costs, lodging shall be allowed when it is necessary for crew members to wait for passengers, or when due to excessive hours of work crew members need a location to obtain rest.
6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning pilot and air crew travel, and shall remain in effect until subsequently modified or rescinded.